

APPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Ga. Dept. of Natural Resources Application Date Application Number Environmental Protection Division Air Quality Control Section Application Number Date Received 4279 Memorial Drive, Suite D JAN 2 1 1985 | APR 1 6 1985 Decatur, Georgia 30032 **Working Title** 2. Person to Contact Telephone Number Senior Secretary/Typist 656-4997 Linda L. Bray 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. A Amend Application No. 80-394 Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Air Quality Source Monitoring Report Files ca 1970 **Yresent** 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Protection Branch is responsible for implementing the Georgia Air Quality Act of 1978. It adopts rules and regulations necessary to control air pollution within the State, including establishing ambient air quality standards to prevent, control or abate air pollution. It also investigates pollution problems, develops preventive control programs, and insures industry compliance by licensing all industries that emit contaminants into the air. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Determining air pollutant emissions from stationary sources. No Change Included are: Test reports including summary of results of testing, all data utilized to obtain results, conditions under which test were conducted. File is arranged: Alphabetically by company 8. Monthly Reference Rate How often are records referred to which are: No Change ; Seven to twelve months old 30 ; Thirteen to twenty-four months old 20; One to six months old __60_ twenty-five months and older __ 9. Annual Rate of Accumulation of Records No Change Letter-size drawers _____; Legal-size drawers _____; Shelves ____; _____; Other *(specify)* ____ .(Over)

X If not, where is			·				
b. Does the series	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
X c. Is this a vital re	cord?						
X d. Does this series	have histerical	or long term rese		, A			
			necessary to keep the entire file for a long period, coul	d these			
X documents be scheduled separately? X f. Is the information contained in this series ever published? If yes, attach copy.							
- - 1 - 1	ion contained is	n this series ever a	inalyzed and/or recorded in a summarized report?				
X If yes, attach c	opy.	rias in vaur affia	e, or in another office or agency?				
X If yes, where?	cation of this se	eries in your orno	e, or in another office or agency?				
		_ , _	microfilmed?				
11. Retention Requirements		a computer print	tout? es the series to be kept:				
11. Netention nequirements	, , , ,	s tollowing require	es the series to be kept.	· · · · · · · · · · · · · · · · · · ·			
a. State Law		years.		years.			
b. Statute of limitationc. Federal law		years. years.		years.			
C. Federal law		years.	1. Federal retention instructions	years.			
Attach copy or excert of la	ws or regulation	ns. Explain admir	nistrative need.	•			
No Change				:			
Test report is ne	eded for r	eference unt	il updated report is received.	• .			
received, whichever at end of each can then transfer to	g area; hold ds Center; hold ves for permane le until rever is soon alendar yea State Reco		then rears old or until an updated test regace in inactive file. Cut off inactive sfer to local holding area; hold 1 years; then destroy.	oort is			
These instructions apply to	all prior and fi	uture accumulatio	ons of the series.				
Annual Indian	A		B				
Agency Head/Designee (Signa	ture)	Date /	Records Management Officer (Signature)	Date Commonwealth			
K. H. Coll	on	1/17/85	(3d Harmi	1-18-13			
		′	State Records Committee (Signature)	Date			
Recommendations in para-							
graph 12 are approved. (If disapproved, attach letter	State Auditor/Designee		June June	4-15-85			
of explanation.)	Secretary of State/Designee		Edward Welder	49185			
	Attorney General/Designee		1	1101112			
AR-50-71; Rev. 76	1		Rever & Side)	May 82			

		DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION
	Publication No. 76—RM—1 for instructions on completing these and History, Records Management Division, 330 Capitol Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	GA. Dept. Natural Resources, EPD	Application Number
	Air Quality Evaluation Section	80-394
Application Number	4279 Memorial Drive, Suite D	Date Received Date Completed
	Decatur, Georgia 30032	OCT 2 3 1980 DEC 2 1980
2. Person to Contact	Working Title	Telephone Number
Elon Dodgen	Principal Secretary	404/656-4997
3. Action Requested		
a. XX Establish Retention	Schedule; record will continue to accumulate.	• • .
b. Dispose of present ac	cumulation; no further accumulation anticipated.	
c. Amend Application I	No Check One: Change; Superces	de: 🛘 Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if di	
Earliest Latest	•	
ca 1970 present	Air Quality Evaluation Source Rep	ort Files
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
	, ,	
The Air Ouality	Evaluation Section is responsible f	or preservation, pro-
tection and im	provement of air quality and to cond	luct a statewide source
monitoring nrog	ram so as to safeguard the public he	ealth, safety, and welfare
monitoring prog	rum bo ub bo bulbana i i i	
e de la companya de		
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	·	12
7. Record Series Description	This file contains the following documents (include form nu	imbers and titles, if any):
<u>_</u>	Attach samples of the file.	
Documents relating to: De	termining air pollutant emissions fi	rom stationary sources.
. .	· ·	
Included are: Test re	ports including summary of results of	of testing, all data
utilized to obt	ain results, conditions under which	tests were conducted.
actition to obtain	,	
	• "	•
•		· · · · · · · · · · · · · · · · · · ·
•		
File is arranged: A 1 - 1 - 1	etically by company	•
Alphao	etically by company	1
	1	
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old6	0 ; Seven to twelve months old 30 ; Thirteen to	twenty-four months old 20 :
twenty-five months and older	. 1 ,	A Company of the Comp
9. Annual Rate of Accumulatio		
Letter-size drawers4	n or necords; Legal-size drawers; Shelves;	Other (specify)
	ا و حديث بالمحمد بيدة HIUIFGS و مسابقة مستقدمة المحمد ا	ecitic jopoury/
	· · · · · · · · · · · · · · · · · · ·	

X b. Does the serie	s contain confi	dential informatio	on requiring security handling? If yes, cite law o	or regulation.				
X d. Does this serie								
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
1			published? If yes, attach copy.					
X g. Is the informating the second of the se	tion contained	in this series ever	analyzed and/or recorded in a summarized repo	rt?				
χ h. Is there a dupli		series in your offic	ce, or in another office or agency?					
X i. Is this series fo		on of it) regularly	microfilmed2					
		n a computer prin						
11. Retention Requirements	Th	e following requi	res the series to be kept:					
a. State Law		years.	d. Audit period	years.				
b. Statute of limitation		years.	e. Administrative need					
c. Federal law		years.	f. Federal retention instructions	years.				
	₹							
Attach copy or excerpt of I	aws or regulate	ons. Explain admi	nistrative need.					
Test report is need	led for ref	erence until	updated report is received					
,				•				
				<u> </u>				
12. Approved Disposition Instr	· · · · · · · · · · · · · · · · · · ·	• • •	ends that the file series be cut off at the end of					
		Calendar Year; [Fiscal Year; Other	then,				
	. !		To be a second					
Hold in the current files	area	month(s)	year(s); then see below	and a second particular control of the control of t				
Transfer to local holding Transfer to State Record								
Destroy. Recycle			1 (5), tien					
☐ Transfer to State Archiv				•				
Dt Other (Specify)		•						
Hold in active fil	e until re	port is 5 year	ars old or until an updated test	report is				
received, whicheve	r is soone	r; then place	e in inactive file. Cut off inac	tive file				
at end of each cal	endar year	; then trans	fer to local holding area; hold	1 year;				
then transfer to S	tate Recor	ds Center; h	old 4 years; then destroy.					
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• •	·	.•	e de la companya del companya de la companya del companya de la co	,				
	•							
These instructions apply to	all prior and fi	uture accumulatio	ns of the series.	• '				
		•						
Agency Head/Designee (Signato	ure)	Date	Records Management Officer (Signature)	Date				
	1	7,7	Trace as the lagaritatic Officer (Signature)	Date				
M. K. H. Col	low	10/6/80	(Wat Danson	10-20-80				
•		/ / ***	State Records Committee (Signature)	Date				
Recommendations in para-								
graph 12 are approved.	State Aud	itor/Designee	Lundah	11.26-86				
(If disapproved, attach letter of explanation.)	Secretary 69	State/Designee	Pare 00 7/2 +	11-25-80				
and an array	occi ccar 7,07	Zoro, oesigned	and the	11-23-00				
	Attorney Ge	eneral/Designee	De MANA OLON	121-80				
AR-50-71; Rev. 76		(R	aurrea Sirial					